



Calmentor North Region Steering Committee Meeting

September Monthly Meeting Minutes

9/20/2016

9:00 AM to 10:00 AM

Phone Bridge: 866-702-1225 - when prompted enter code 9361783.

Meeting called by:	Steering Committee	Type of meeting:	Monthly
Note taker:	Royce Fonseca and Jenna Matsumoto		
Attendees:	Becky Rozumowicz, Blake Hinman , Dustin Brown , Mike Schaff, Jenna Matsumoto, Matthew Philip , Millard Totman, Ravi Narayanan , Rebecca Alexander , Royce Fonseca, Sandy Wong , Susan Fenrich , Kami Sran , Damon Dorn, Patricia Preston		
Please read:	Meeting Minutes		

----- Agenda Topics -----

Steering Committee:

Intro and Welcome	Becky
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Discussion: Becky opened the meeting with introductions.

Conclusions:

<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
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Pairing/MOU Subcommittee:

New Member Packets/Updates

Becky

Discussion: Becky stated she sent out the new member packets the evening prior to the newest members of the program.

The member list has been updated with the exception of one confirmation that is still being worked on.

Royce asked if Becky could send her the new member packet so Caltrans has it on file,

Conclusions:

Action items:

Person responsible:

Deadline:

Send new member packet to Caltrans (Royce)

Becky

Recruitment Subcommittee:

Contacting firms/ new applications

Mike/Becky

Discussion: Mike and Becky discussed the contact with PB. Mike is having an issue with the contact there so Becky suggested he contact Kathy who is her contact. Mike will continue to work on this.

Alfred Civil Engineering asked to be withdrawn from the program.

Conclusions:

Action items:

Person responsible:

Deadline:

Get in contact with PB in regards to their participation in the program

Mike

Events:

Becky

Discussion: Mike asked if there's a future mixer type event. Becky stated that Becky from District 2 offered to host an event there. Mike offered to assist in helping out with this event, Becky will let Dustin and Becky from D2 know.

Conclusions:

Action items:

Person responsible:

Deadline:

Newsletter:

Blake

Discussion: Becky said Blake had emailed her letting her know that he is still coordinating with others to get this complete.

Conclusions:

Action items:

Person responsible:

Deadline:

Special Events Subcommittee:

DPAC Debrief

Becky

Discussion: Becky said the event went well, the Consultants were engaged and DPAC was pleased with the attendance level. There was a net loss of \$18.00 due to the food costs.

Conclusions:

Action items:

Person responsible:

Deadline:

Sponsor's Dinner:

Becky

Discussion: Becky stated that Dustin is the lead on the Sponsor dinner and Phil from Area West is assisting him. They agreed that a \$20 fee is that the charge will be to attend, however the Sponsor's and a + one will have free admission. Dustin has been calling around to inquire about locations.

Conclusions:

Action items:

Person responsible:

Deadline:

Forms and Reporting:

Becky

Discussion: Becky sent out the link for everyone to review. They are surveys that participants would complete to better help Caltrans complete the quarterly reports on the programs progress. Millard asked how the data gets transmitted and Becky responded that it would come into SmartSheet and can be exported to an Excel file. There will be one person responsible to export and send the data to Caltrans, it was suggested that Becky or Royce could complete this.

Conclusions:

Action items:

Person responsible:

Deadline:

Financial Statement:

Becky

Discussion: There is a total of \$4,733.18 in the account.

Conclusions:

Action items:

Person responsible:

Deadline:

Caltrans Update:

Millard/Royce/Jenna

Discussion: No update at this time.Conclusions:Action items:Person responsible:Deadline:**Next Meeting – October 19, 2016**

Becky

Discussion:Conclusions:Action items:Person responsible:Deadline:

Other Information
